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## Job details

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<b>Bulletin Number</b>	7544BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Sheriff
<b>Position Title</b>	CASHIERING SERVICES REPRESENTATIVE I, SHERIFF
<b>Additional Title</b>	APPLICATIONS MUST BE FILED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.
<b>Exam Number</b>	J1257H
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	08/13/2012
<b>Filing End Date</b>	08/17/2012
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	\$2,523.00
<b>Salary Maximum</b>	\$3,387.00
<b>Position/Program Information</b>	Positions allocable to this class perform responsible clerical work in receiving, disbursing, or accounting for cash, valuables, or negotiable instruments.
<b>Essential Job Functions</b>	<p>Operates office machines and devices, mail-opening machines, money-counting machines, and other related equipment.</p> <p>Accesses inmate account transaction information via the Cashiering Jail Information Management System terminals.</p> <p>Receives, opens, and routes mail containing cash, cashier's checks, and money orders, and inspects inmate mail for contraband.</p> <p>Responds to inquiries from the public related to inmate trust and bail/fine accounts.</p> <p>Obtains inmate account data and information from field personnel.</p> <p>Files records, documents, reports, and correspondence.</p> <p>Interacts with the public, released inmates, courts, and other arresting agencies by phone, mail, or in person in processing inmate monies.</p> <p>Receives payments and fees at a cashier's window or by mail; verifies amounts, inspects for counterfeit money and unacceptable checks, makes change, and issues receipts.</p> <p>Performs clerical work in connection with receiving, disbursing, or accounting for cash and negotiable instruments.</p> <p>Prepares deposit slips, transmittal and withdrawal requisitions, and other cashier report forms, statements, and schedules, as required.</p> <p>Maintains inmate cash balances and provides information regarding</p>

online deposits to the public.

Provides information regarding payments, fees, etc., in person, over the phone, or by correspondence.

Delivers daily collections to the Los Angeles County Treasurer/Tax Collector office for deposit to Inmate Trust Fund and to financial institutions for bail/fine payments, as required.

Processes non-cash inmate deposits in working with inmate vending cards, barbers pay, and pro-per accounts.

**Requirements****SELECTION REQUIREMENTS:**

Three year's paid office/clerical experience, eighteen months of which must have been in the handling of cash receipts or disbursements and in the keeping of cash records.

**Physical Class**

**Physical Class II** - Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s)  
Required**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**Examination  
Content**

This examination will consist of a written test covering checking for errors, arithmetic computation, and money changing and proof of cash weighted 100%.

**Candidates must achieve a passing score of 70% or above on the written test in order to be placed on the eligible list.**

**The written test is not reviewable by candidates per Civil Service Rule 7.19.**

**Special  
Information**

**Shift: Any Shift**

**APPOINTEES MUST BE WILLING TO WORK ANY SHIFT, INCLUDING EVENINGS, NIGHTS, WEEKENDS, AND HOLIDAYS.**

**SUCCESSFUL CANDIDATES MUST COMPLETE A THOROUGH BACKGROUND INVESTIGATION, INCLUDING FINGERPRINT SEARCH.** Examples of disqualifying factors include: Any felony convictions; job related misdemeanor convictions; certain serious traffic convictions or patterns of traffic violations (3 moving violations in one year); failure to appear; at fault accidents; suspended license; driving under the influence; poor credit history; poor employment history; substance abuse; anyone on probation.

**Vacancy  
Information**

The eligible list resulting from this examination will be used to fill vacancies at the Los Angeles County Sheriff's Department, Custody Operations Division, Inmate Reception Center, and Century Regional Detention Facility.

**Eligibility  
Information**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of twelve (12) months from the date of promulgation.

**Available Shift**

Any

**Application and  
Filing  
Information**

**APPLICATIONS MUST BE FILED ONLINE ONLY - APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

All applicants are required to submit a Standard County of Los Angeles Employment application **ONLINE ONLY**. Resumes cannot be accepted in lieu of applications, although resumes and supporting documents may be uploaded as attachments to the online application.

Fill out your application and Job Specific Questionnaire (if applicable) completely. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job.

All information is subject to verification.

We may reject your application at any time during the selection process.

#### **INSTRUCTIONS FOR FILING ONLINE:**

To apply for this examination, click on the button above or below this bulletin that reads, "**Apply to Job**" so you can apply online and track the status of your application and get notified of your progress by email.

We must receive your application and Job Specific Questionnaire (if applicable) by 5:00 pm, PST, on the last day of filing.

**NOTE:** Candidates must upload any required documents as attachments during application submission. If you are unable to attach the required documents, you may fax the documents to (323) 415-2580 within **five (5)** days of filing online, or by the last day of filing, **WHICHEVER COMES FIRST**. Please include your Name, the Exam Number, and the Exam Title on the faxed documents.

For further information concerning this examination, please call Personnel Administration, Professional Examinations Unit, at (323) 526-5611, TTY (323) 260-5291 OR (323) 267-6669.

#### **ADDITIONAL INFORMATION REGARDING ONLINE FILING:**

##### **SOCIAL SECURITY NUMBER:**

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

##### **COMPUTER AND INTERNET ACCESS AT LIBRARIES:**

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

##### **NO SHARING OF USER ID AND PASSWORD:**

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

The acceptance of your application depends on whether you have **clearly** shown that you meet the **REQUIREMENTS**. Please fill out the application completely and correctly to receive full credit for any related education, training, and job experience. In the space provided for education, include the names and addresses of schools attended, titles of courses completed, dates completed, and number of credits and/or certificates earned. For each job held, give the name and address of your employer, your job title, beginning and ending dates, description of work performed, and salary earned. All information supplied by applicants is subject to verification. Applicants may be

**County of Los Angeles Information**

rejected at any stage of the selection process.

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[GENERAL EXAMINATION INFORMATION](#)

**OR**

Visit <http://dhr.lacounty.info> to view the above information. Click on Career Opportunities' Tab, and then click on General Examination Information Tab.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will make reasonable accommodations.

**Department Contact Name**

Professional Exams Unit

**Department Contact Phone**

(323) 526-5611

**Department Contact Email**

[www.lasd.org](http://www.lasd.org)

**ADA Coordinator Phone**

(323) 526-5671

**Teletype Phone**

(323) 260-5291

**California Relay Services Phone**

(800) 735-2922

**Alternate TTY Phone**

(323) 267-6669

**Job Field**

Clerical

**Job Type**

Administrative Support

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